



www.bloomington.in.gov/volunteer

PO Box 100 • Bloomington • IN • 47402-0100
812/349-3433 • volunteer@bloomington.in.gov

Volunteer Recruitment Request

Fill out this form to include your organization's volunteer needs in City of Bloomington Volunteer Network publicity - this form is available to download or to complete online at www.bloomington.in.gov/volunteer

Please return completed forms to:

City of Bloomington Volunteer Network • PO Box 100 • Bloomington, IN 47402-0100
or FAX to: (812)349-3483

ORGANIZATION INFORMATION

organization name: _____

address: _____

city: _____ zip: _____

organization website: _____ organization phone: _____

executive director: _____

CONTACT PERSON

contact person name: * _____

contact person title: _____

contact person phone: _____ contact person email: _____

*List contact name in
Bloomington Volunteer
Network promotional
material?: ☐ Yes ☐ No

VOLUNTEER OPPORTUNITY

volunteer opportunity name / position title: _____

volunteer opportunity description (duties, responsibilities, qualifications, benefits to volunteers):

volunteer opportunity web address (if applicable): _____

dates opportunity is valid: ☐ indefinitely or ☐ specific dates (please detail): _____
(mm/dd/yyyy - mm/dd/yyyy)

days needed (circle all that apply): M T W Th F Sat Sun

times/shifts needed: _____

training provided: ☐ volunteer trained during shift ☐ volunteer required to attend training/orientation prior to first shift
☐ other: _____

of volunteers needed: _____

minimum age of volunteers: _____

families welcome?: ☐ Yes ☐ No

minimum age with adult supervision: _____

groups welcome?: ☐ Yes ☐ No ☐ if yes: ☐ small (2-10) ☐ large (11+)

notes / special considerations: _____